



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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TO: Potential Sponsors
FROM: Judy Snow, Conference Director
SUBJECT: Sponsorship Opportunities
DATE: October 2013



2014 Assessment and Data Conference **Red Lion Colonial Hotel, Helena, Montana** **January 15-17, 2014**

Get on Board!...

...for the Office of Public Instruction's Assessment and Data Conference. This annual event brings together educators and school professionals from all corners of Montana, and we want *you* to catch their eyes as one of our sponsors!

All Aboard: Championing College and Career Ready

Our focus for the 2014 Conference is to help educators and schools better prepare students for their futures. If you have a product or service to help them meet this goal, you will find the conference the perfect place to network and demonstrate your company's products.

The conference will kick off with an afternoon filled with pre-sessions on Wednesday, January 15 and wrap up at noon January 17. Our conference attracts 200-300 of Montana's finest educators, assessment and curriculum directors, administrators, special education and special education cooperative directors, and informational technology staff.

The Perks of Being a Sponsor

As a sponsor, Montana educators will become familiar with your name and products. Your company will receive:

- **Acknowledgement** during our keynote speeches
- **Free exhibition space** positioned to maximize exposure and where participants can easily access your display table
- **A banner** will be displayed with your company's information and logo, and,
- **Recognition** in conference materials
- **Registration and meals** for all your representatives at the conference

Sign up now!

You will find an attached form where you can indicate your interest in being a sponsor for the 2014 Assessment and Data Conference, "All Aboard: Championing College and Career Ready".

I look forward to seeing you in **Montana's Big Sky Country**. If you have questions about the conference, please contact

Ashley Makowski 406-444-3511 amakowski@mt.gov

2014 Assessment and Data Conference Sponsorship Form

Thank you for your interest in sponsoring our event! Before you can officially become a sponsor, we need you to complete this form and return it to:

Ashley Makowski
Montana Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
Fax: 406-444-0743
Email: amakowski@mt.gov

Sponsorships fill on a first-come, first-served basis. The conference planning committee will notify each offering sponsor of their selection. In fairness to our presenters, all hospitality suites must be closed during the conference presentations and will not be serviced by the hotel.

Your sponsorship will include conference registration and meals for all your representatives at the conference. Conference registration for sponsors will be completed directly through the OPI, **so please do not register for the conference on our website.**

Please select the function you would like to sponsor. The estimated cost is indicated by each function. Please include whether you would like to be a full (F) sponsor, or a partial sponsor (P). Please indicate the amount you are willing to sponsor.

F/P	Sponsorship Amount	Estimated Cost	Description
		\$ 1500	<u>Wednesday PM Break:</u> There will be one break in the afternoon, available to all attendees.
		\$4000	<u>Thursday Buffet Breakfast:</u> (All Attendees) – Breakfast will be served from 7:15 – 8:30 a.m.
		\$5000	<u>Thursday Buffet Lunch:</u> (All Attendees) – Lunch will be served from noon-1:00 p.m.
		\$1500	<u>Thursday PM Break:</u> There will be one break in the afternoon. The break will be available to all attendees.
		\$4000	<u>Friday Buffet Breakfast:</u> (All Attendees) – Breakfast will be served from 7:15 – 8:30 a.m.
		\$5000	<u>Friday Packed Lunch:</u> (All Attendees) – Lunch will be served at noon before attendees leave the conference.

Would you like to have a vendor table? This is included as part of your sponsorship.

_____ Yes _____ No

(Please provide your company's information on next page.)

Sponsor Information:

Please complete the information below. We would like to include your sponsorship in our conference materials, so please send your company logo to: amakowski@mt.gov.

Company:

Contact Name:

Name(s) of Attending Representative(s):

Address:

City/State/Zip Code:

Telephone:

Fax:

Email:

To request other types of sponsorship, please indicate in the space below:

Vendor Only

_____ My company is unable to provide a sponsorship at this time, but we would like to have a vendor table for \$150.

Payment Information

We contract with MSU Conference Services to manage the conference finances. Please make all checks and purchase orders to MSU Conference Services. If your company policy does not allow you to share credit card information via mail, fax, or email, you may contact MSU Conference Services directly at 406-994-3083.

Total Amount Due: \$_____

<p>Credit Card:</p> <p>Visa MasterCard Discover</p> <p>Card Number: _____</p> <p>Exp. Date: _____</p> <p>CVS: _____</p> <p>_____ I will contact MSU Conference Services with my credit card information.</p>	<p>Invoice: The invoice will come from MSU Conference Services.</p> <p>PO #: _____</p> <p>Mailing Address: (If different from above):</p> <p>Contact Name: (If different from above):</p>
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Thank you!